



RENEWAL APPLICATION PROCESS ADVISORY

Nebraska Statute §64-104 provides that a Notary may begin the renewal process within the 30 day period prior to the date of expiration of their current commission by filing a renewal application, new bond, and paying the \$30.00 renewal application fee to the Secretary of State's Office.

The renewal application and bond, properly completed and signed, must be accompanied by the \$30.00 renewal fee and received in the Secretary of State's Office no later than 5:00 p.m. on their commission expiration date.

If your commission expiration date falls on a weekend date (either Saturday or Sunday), the renewal materials must be received in the Secretary of State's Office no later than 5:00 p.m. on the Friday preceding the weekend. Commissions which expire on a holiday which falls during the business week must be received by 5:00 p.m. the preceding business day.

Statute 64-104 clearly states that renewal applications received after the commission expiration date shall be made in the same manner as a new application. Initial applicants are now required to take and pass a test; submit a properly completed, notarized initial application form and a new bond; and pay the \$30.00 initial commission application fee to the Secretary of State's Office.

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